

# **POLICIES AND PROCEDURES FOR CROOK COUNTY 4-H**

**Revised January 2011**

**1. AGE DIVISIONS:**

**Juniors**—8-10 years old by January 1 of the current 4-H year

**Intermediates**—11-13 years old by January 1 of the current 4-H year

**Seniors**—14-18 years old by January 1 of the current 4-H year

- 2. ASSESSMENTS:** Assessments (to cover accident insurance at 4-H events), payable to the Crook County 4-H Council, are \$5.00 for each member and leader enrolled in 4-H. Assessments for Clover Sprout (Mini) members are \$1.35 each. Please attach ONE club check to the enrollment forms (members and leaders) and submit together to the Extension Office by November 1.

**3. ANIMAL OWNERSHIP DEADLINES:**

Before animal ownership is allowed, a youth must be enrolled in 4-H. Animals may not be shared by members in 4-H projects. One Animal--One Member!

**February 1**--All Market Beef ID certificates must be on file in the Crook County Extension Office.

**May 1**--All dog ID certificates must be on file in the Extension Office. If a dog that is family owned is passing from one 4-H member to another, a new ID form must be completed.

**June 1**--All other 4-H animals (sheep, swine, breeding beef, feeder calves, dairy cattle, rabbits, poultry, dairy and market goats, cats, and pocket pets) must be in the possession of the 4-H member. ID certificates on breeding animals must be turned into the Extension Office by June 1. Breeding animals must have an ear tag or distinguishing ID such as brand, ear mark, or tag. Breeding animals—beef, sheep, and swine—may be leased for county (but not state) fair. Members must have possession of the leased animals by June 1. **A member cannot lease more than one animal under any circumstances.** All sheep and goats for exhibit must have a scrapie tag. It is recommended that the 4-H member obtain a “producer tag” from the animal’s seller. Scrapie tags must be in sheep and goats before they are unloaded at any exhibition.

**4. CAMPS, JUDGINGS, AND EDUCATIONAL WORKSHOPS:**

- A. Members are encouraged to attend camps and workshops that are offered. There are scholarships available on a reimbursement basis for activities that require a registration fee. The scholarship application consists of a letter to the 4-H Council stating what the member learned through the experience and requesting a reimbursement. The application must be turned in to the Extension Office prior to the September 4-H Council meeting.
- B. The judging projects are individual projects, but members do not need to enroll in the projects to judge unless they plan to complete a record book for judging or to enter a static exhibit at fair. All members are encouraged to take part in judging opportunities: horse, livestock, meat, vegetable, and wool.

- 5. CLUB AND PROJECT ENROLLMENT:** Members are encouraged to join an existing 4-H club in their area of the county. New members may join an existing club or create a new club at any time (open enrollment). Lone member status is also available for isolated members. Leaders having a project specialty but no club affiliation can be lone leaders. All policies and deadlines applying to regular 4-H members and leaders also apply to lone members and leaders. The maximum number of projects allowed per 4-H member per year is 12. It is best to add or delete projects by May 1 to allow preparation time for county fair.

- 6. WYOMING 4-H MEMBER ACHIEVEMENT PROGRAM:** The Achievement program is designed to support degrees of annual recognition of youth based upon the extent of their involvement in the 4-H program each year. Over continued years of involvement in 4-H, youth can earn recognition of

prominence that reflects their efforts. The achievement program applies only to youth ages 8-19.

**Annual Recognition:**

- A. **Membership Recognition (0 points):** Member has turned in all required enrollment materials. Member has behaved in an appropriate manner at all 4-H activities, events, and meetings. Member is enrolled in at least one project. Member is enrolled in at least one club or has approval of the county 4-H Educator.
- B. **Silver Recognition (1 point):** Member meets Membership Recognition criteria. Member has exhibited (at county fair or otherwise—i.e. presenting to a group of five or more non-relatives) what he/she learned at some point in the current 4-H year. Member provides documentation of setting goals, knowledge/skills gained, and participation in project (most likely via the portfolio).
- C. **Gold Recognition (3 points):** Member meets Membership Recognition criteria. Member has exhibited (at county fair or otherwise—i.e. presenting to a group of five or more non-relatives) what he/she learned at some point in the current 4-H year. Member provides documentation of participation in all essential elements of positive youth development: setting goals, knowledge/skills gained, recognition, leadership, community service, and participation (most likely via the portfolio).

**Wyoming 4-H Honors Club:** The ultimate achievement that a 4-H member can obtain is inclusion in the Wyoming 4-H Honors Club. It is based on the principle of providing recognition for youth who maximize their opportunities to foster positive youth development elements of belonging, independence, generosity, and mastery over their time as a member in the program. Nineteen (19) points must be accumulated to obtain the status. Annual efforts are accumulated based on receiving three (3) points for a gold effort and one (1) point for a silver effort.

**In Crook County, there will be this exception to the above Member Achievement Policy:** All 4-H members having market animals that are sold at the Crook County Junior Livestock sale will be required to completed the portfolio (record book), even if they would otherwise only earn Member or Silver Recognition. Eligibility for the Nels Smith Award is contingent upon the completion of the record book.

**For those 4-H members choosing (or required, as explained above) to complete a portfolio, the following guidelines apply:**

- D. Fill-in-and-print portfolio/record book forms for Crook County 4-H members will be available on the county newsletter website:  
[http://uwadmnweb.uwyo.edu/CrookCES/Crook/Newsletters/Newsletter\\_Main.html](http://uwadmnweb.uwyo.edu/CrookCES/Crook/Newsletters/Newsletter_Main.html)  
The portfolio *must* be in the hard green cover provided by the 4-H Council and is available at the Extension Office. If the hard green cover has been lost or needs to be replaced for any reason (i.e. a member has changed clubs), a new one may be purchased at the Extension Office.
- E. Record books are due in the Extension Office by 5 p.m. on the first Monday of October. Books that are not turned in by the deadline will **NOT** be judged for record book awards (given at Achievement Day). The front (summary) page of the record books must be signed by a parent and a club leader before record books are turned in to the office. The record book front (summary) page is available at the Extension Office, online at the county newsletter website (along with all other sections of the record book), and will be e-mailed prior to the record book deadline. Everything from previous years, except the accumulative pages, is to be removed from the books before they are turned in to be judged. **Pages to be removed include the project records from past years, the 4-H story, and the pictures and clippings.** These pages are to be saved and added back into the books later for scholarship applications. Sections one through seven of the record book **must** be in numerical order. It is recommended that dividers be added to the record book for ease in finding the different sections. A small cash award will be presented to all clubs whose total membership has submitted their record books by the deadline.
- F. Members who miss the record book deadline in 6.E. above due to serious extenuating circumstances (i.e. serious illness or death in the family), may be awarded a recognition point for the year at the discretion of the Extension Office staff.

**7. NELS SMITH AWARD:**

Sundance rancher and real estate broker Nels Smith sponsors an award for the most complete and

most realistic livestock record book. This award may go to any age 4-H member (once per member) with any species of livestock.

**8. SCHOLARSHIPS:**

- A. **Crook County 4-H Scholarships.** Crook County graduating seniors may apply for both scholarships but will be awarded only one.
- (1) John and Pauline Peterson Memorial Scholarship applications must be submitted to the University of Wyoming by February 15. A UW application must be completed (available online).
  - (2) Juanita Montgomery Whitham Memorial 4-H/FFA Scholarship deadline is April 1 in the Crook County Extension Office. Applications are available in the Extension Office, from the high school counselors, and on the Crook County website. If no high school seniors have applied by April 1, students finishing their first year of college may apply for the scholarship by April 15. Renewal Whitham scholarships are possible and are due by April 1. Ask the Extension Office for details.
- B. **Outstanding Senior Record Book Scholarship.** This scholarship is awarded by the Awards Committee. *The recipient must have completed at least 5 consecutive years in the 4-H program, be a graduating high school senior and have record books for all years in the portfolio when it is turned in to be judged.* The scholarship is paid to the college of the winner's choice. If there is no eligible winner, the scholarship monies will remain in the awards committee fund until such time as there is a winner.
- C. **University of Wyoming Scholarships.** All 4-H members who are graduating high school seniors can apply for UW Scholarships. At the end of their 4-H career, their portfolio for *all* completed years is to be in order and in the hard green cover. No project records are to be included.

**9. CLUB REQUIREMENTS.** (NOTE: All forms and handbooks referred to are available at the Extension Office or at [www.Wyoming4H.org](http://www.Wyoming4H.org) under the 4-H Publications tab, Club Resources):

- A. **Requirements to establish a NEW 4-H club:**
- (1) Membership of at least five (5) 4-H members from two or more families. Clover Sprout (Mini) members do not count toward club membership.
  - (2) Screened volunteer leader(s) to supervise and organize the club. In addition to a DFS screening, new volunteer leaders must complete face-to-face training with a 4-H Educator. Completion of the 4-H Volunteer online training ([http://uwadmnweb.uwyo.edu/UW4h/E\\_Learning/](http://uwadmnweb.uwyo.edu/UW4h/E_Learning/)) is also strongly encouraged. The UW liability insurance is NOT available to leaders until all segments of the training are complete. When DFS re-screening is required every five years, leaders will also be required to have completed at least two hours of continuing education since the last screening. Examples of continuing education including training for new leaders, ongoing continuing education offered by the Extension Office (including shooting sports, horse, etc.), State 4-H Leaders Conference workshops, or courses or workshops offered by other entities that involve youth development, leadership training, etc.
  - (3) Complete and submit to the Extension Office the 4-H Club Charter Application, which includes establishing meeting dates and club goals for the year. Clubs are encouraged to have a minimum of 6 meetings a year.
  - (4) Sign and submit the Affirmative Action Form to the Extension Office.
  - (5) Adopt Club Bylaws contained in the Secretary's Manual. The club secretary is also asked to send a copy of minutes from each meeting to the Extension Office for scheduling purposes.
- B. **Requirements (for all clubs) to submit the Club Yearly Book (provided to the club community leader) to the Extension Office at the END of the 4-H year (September 30) and to renew an EXISTING club for the new 4-H Year (beginning October 1):**
- (1) Minutes from Club Meetings of the previous year, utilizing the Secretary's Handbook,

must be included in the Club Yearly Book and submitted to the Extension Office by the second Tuesday in October. The club secretary is also asked to send a copy of the minutes to the Extension Office, for scheduling purposes, after each meeting.

- (2) From the Treasurer's Manual (to be included in the Club Yearly Book and due the second Tuesday in October for judging for awards):
  - (a) Chart of Accounts
  - (b) Annual Inventory Report
  - (c) Annual Financial Report
  - (d) Audit Form (with receipts and bank statements)
- (3) Club Charter Application (renewal) for the new 4-H year, which includes establishing meeting dates and club goals for the year (preferred by November 1 with enrollments). Clubs are encouraged to have a minimum of 6 meetings a year.
- (4) Affirmative Action Form for new 4-H year (preferred by November 1).

C. Financial requirements for ALL 4-H clubs:

- (1) Each 4-H club or committee is allowed to have only ONE checking (ending balance maximum \$1,000) and ONE savings account (ending balance maximum \$2,000).
- (2) UW policy dictates that the signature card for each 4-H account have a minimum of **FOUR** active signers, **TWO of which MUST be UW Cooperative Extension Service employees**. This facilitates account closure/transfer in the event a club, committee, or council is dissolved. The Extension Office is financially responsible for the 4-H program at the county level. **Two signers are required on all club checks.** In order to have alternate signers, clubs may want to have all officers complete the signature card, along with one or more leaders.
- (3) All fundraising and income generation must be documented and requested by use of the *Income & Fundraising Request Form* in the Treasurer's Manual.
- (4) If the club does fundraising, generates income, or has bank accounts, an Employer/Tax Identification Number (EIN) is an IRS requirement for each club. **The Extension Office is required to obtain the EIN on behalf of the club.**

The club is also required to utilize the *newest* version of the 4-H Treasurer's Book (please check on the 4-H website for the newest version). The Club Yearly Book (including the secretary and treasurer books and reports indicated in 9.B.(2) above) and historian books are to be turned in to the Extension Office by the second Tuesday in October, to be considered for a cash award for the outstanding book in each category. *Late submission by the third Tuesday in October of the secretary and treasurer books (put in the Club Year Book) is MANDATORY for all clubs for the annual audit required by National and Wyoming 4-H. Failure to do so may lead to a probationary status of the club charter.*

10. **CROOK COUNTY FAIR:**

- A. All static exhibits will have a permanent identification attached. If the fair tag can be tied to the project in such a way that it will not come off, that is acceptable; otherwise, address labels are suggested. Exhibits made with Legos (except robots) or other small pieces **must** be glued. All hanging exhibits and photography exhibits **must** have permanent hangers. **If the above rules are not followed, the exhibits will not go to State Fair.**
- B. All exhibits must be made during the current 4-H year by the 4-H member.

11. **MEMBER, PARENT AND LEADER CONDUCT:**

If any member, parent, leader or a representative of a 4-H member interferes with or is disrespectful to any judge, superintendent, fair board member, Extension Office Staff member or anyone else who is a fair official, the 4-H member may be excused from the ring or exhibit hall, excluded from further competition, and any premiums that have been awarded may be withheld. Crook County 4-H parents and leaders are encouraged and expected to show respect for others at all public meetings and functions, in order to teach youth respect, responsibility, and life skills.